



Battalion Chief

Department: Fire

Class Code: 2227

EEO Code: 22

FLSA: E

Effective: 01/01/1994

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in administering, supervising, and coordinating the programs and activities of a battalion or a division; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Plans, organizes and directs fire suppression, emergency medical services, training activities, and logistics services to prevent loss of life and property by fire and hazardous conditions; responds to fires and other emergency situations and assumes command when appropriate; maintains continuing inspection and evaluation of battalion readiness and competence; ensures that departmental policies, procedures and rules and regulations are maintained; develops and maintains cooperation and coordination between department personnel and volunteer rescue squads and stations; meets and works with Volunteer Fire District Chiefs; resolves operational and logistical problems between various agencies; represents the County and fire department when dealing with the public; investigates and resolves citizen complaints concerning fire department operations; evaluates employee performance; handles grievances from officers and firefighters, maintains departmental discipline and the conduct and general behavior of personnel; ensures that necessary staffing levels are maintained at all stations; supervises the preparation of battalion or division budget; supervises the preparation of reports and records; reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations including training and safety; completes special technical projects and serves on management committees; evaluates and implements suggestions and new technologies; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of fire management and administration principles and practices; of modern fire suppression and prevention and emergency medical services principles, procedures, techniques and equipment; of applicable laws, ordinances, departmental standard operating procedures and regulations; of the principles, practices and techniques involved in the development, conduct, and evaluation of training courses for fire personnel. Comprehensive skill in planning, supervising, and evaluating the work of fire personnel stationed over a wide geographic area; in maintaining fire apparatus and facilities; in providing effective leadership at fires and in other emergency situations; in developing and maintaining effective working relationships with subordinates, volunteers, officials of other departments and agencies and the general public; in communicating effectively, orally and in writing. Ability to perform duties effectively during emergencies for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; ability to

MINIMUM EDUCATION AND EXPERIENCE:

High School Diploma or GED; completion of core curriculum for bachelor's degree in fire science, business or public administration preferred and eight years experience in fire fighting/EMS and fire science including five years experience in varied supervisory and management assignments; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Must possess a valid State vehicle operator's license and a good driving record.

Must be a certified Emergency Medical Technician.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.